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School Leavers Guide

RESOURCE FOR SCHOOL LEAVERS



PROUDLY PROVIDED BY

**MURRAY MALLEE
LOCAL LEARNING AND
EMPLOYMENT NETWORK**



Interactive Flipbook
<https://bit.ly/3BMcWjL>



Welcome

With the end of the school year fast approaching, it's a great time to think ahead and start planning and preparing for your future.

This School Leavers Guide will help you to navigate your way through some of those daunting questions, which may include:

- What are my options after leaving school?
- Who can help me?
- How do I go about getting a job?
- What is an apprenticeship or traineeship?
- How can I get into Uni or TAFE?
- Are there any other options?

Realise that you are not alone. There are many services in your local area that are willing to guide you and help you make the right decisions for your future. Some might consider further education or training, whilst others may want to find employment or even begin their own businesses. Why not? The opportunities are endless.

But before you leave or finish school it's a great idea to discuss your options with your school's Career Teacher or Student Wellbeing Coordinator, especially if you feel you need more advice and support.

Choosing the next step for your career path is important. If you have just left school and are unsure about what to do next, you first need to know your strengths, values, interests and skills to help identify what you are looking for in a career. Whether it's money, advancement, excitement or whatever else, these three tasks will assist with finding the most suitable pathway for you:

1. Identify your goals
2. Research your options
3. Plan your approach

Not sure where to start? Ask yourself the following questions because your answers will be useful in working out what you want to do:

- What are my interests?
- What am I good at?
- What have I achieved so far?
- What do I enjoy doing?
- What am I looking for in a career?
- What about traineeships or apprenticeships?
- What about TAFE or University?
- What about starting my own business?

Life is full of opportunities. It's up to you to decide whether to give it a go or just let it pass you by.

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Advice to School Leavers

.....
WHEN YOU LEAVE
SCHOOL YOU REALISE
THAT YOU WERE ONLY
FRIENDS WITH MOST OF
YOUR FRIENDS BECAUSE
YOU SAW THEM FIVE
TIMES A WEEK

.....
NO ONE REMEMBERS
YOUR ATAR AFTER A
COUPLE OF WEEKS.
IF THAT!

.....
REGARDLESS OF
WHAT TEACHERS
SAY, THEY WILL
MISS YOU!

.....
YOUR HIGH SCHOOL
FRIENDS CAN BE A
BIG SUPPORT EVEN
AFTER HIGH SCHOOL

THERE'S NO
RUSH TO GO
TO UNI OR
FIND YOUR
DREAM CAREER

.....
YOUR ATAR DOES NOT
DEFINE THE PERON YOU
ARE OR WILL BECOME

IT IS OKAY TO
TAKE A GAP YEAR!

.....
YOU CAN DO WHATEVER
YOU WANT IF YOU
REALLY WANT IT AND
PUT YOUR MIND TO IT

Advice from members of the YAB (Youth Advisory Board)
Acknowledgement to the Highlands LLEN

Further Education and Training

CONSIDERING TAFE OR UNI?

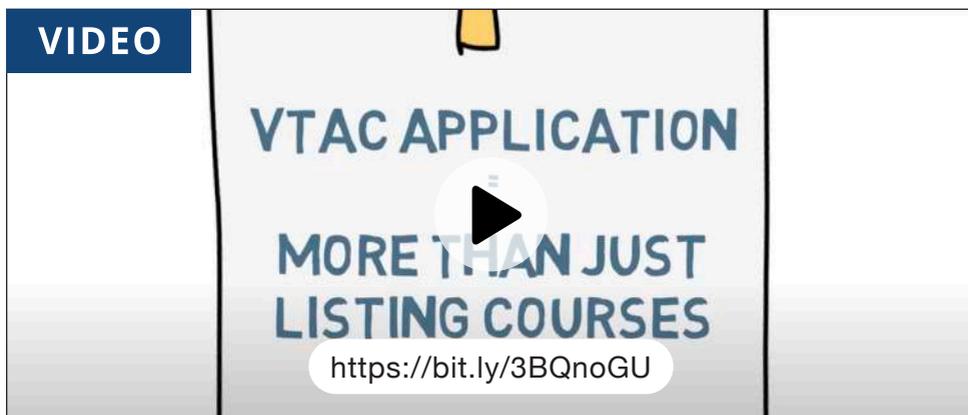
Now that you have finished your formal schooling, the world is your oyster. If you choose to engage in further education or training, the options are limitless and can be a little bit confusing at times. TAFE and Universities, whilst both are learning institutions function differently to each other and it is important to pick which learning and content delivery style will suit you best.

The biggest difference between TAFE and University is that TAFE is more of a hands on approach than University which is made up of lecturers and tutorials. For example, a design course at a University will have more theory attached to its coursework whilst the same course at a TAFE level will have you doing more practical work to obtain your competencies.

HOW DO I APPLY FOR UNIVERSITY OR TAFE?

When you finish your schooling and want to start applying for courses, whether it be university, TAFE or a private institution, you will need to go through the [Victorian Tertiary Admissions Centre \(VTAC\)](#). VTAC is the central office which processes and administers all the application and offers for the whole of Victoria.

Please watch the video below for more information on how to apply via VTAC:



For further information on finding a course that you can study at TAFE in Victoria, use the [Course Search](#) tools on the Victorian Skills Gateway at skills.vic.gov.au.

Further Education and Training

UNIVERSITY AND TAFE PROVIDERS

In the Swan Hill region we have a number of places to undertake a range of both accredited and pre-accredited courses, along with opportunities to gain training to assist in the necessary work readiness and employability skills needed to take advantage of today's ever changing job market.

For more information please head to [ConnectU Further Education & Training](#).

THE GOOD UNI GUIDE

[The Good Universities Guide](#) will help you find courses at Australia's top universities, TAFE's and training colleges. Whether you're looking to study a degree, enroll in an MBA program or searching for more vocational training, you'll be sure to find a course to suit you.



VIDEO

enrol now

<https://bit.ly/3AQ9rYj>

CRICOS Provider Code: 01885A RTD Code: 4893

SUNITAFE / SKILLS & JOB CENTRE

[SuniTAFE](#) is the largest post compulsory training facility in the Swan Hill region, providing a number of course options.

To explore your education and training options contact SuniTAFE:

PHONE: 1300 478 648

WEBSITE: sunitafe.edu.au

BENDIGO TAFE

[Bendigo TAFE](#) is a regional provider of vocational education, training and assessment services, located in northern and central Victoria.

To explore your education and training options contact Bendigo TAFE:

PHONE: 13 82 33

WEBSITE: bendigotafe.edu.au

VIDEO *industry - bound to succeed*

HEALTH & COMMUNITY | ANIMALS, PLANTS & SCIENCES | AUTO | TRADES
BARBERING, HAIR & BEAUTY | HOSPITALITY, COOKERY & BAKING | DESIGN, WRITING & ARTS
BUSINESS, ACCOUNTING & IT | VCAL | INDIGENOUS STUDIES

APPLY NOW 13 TAFE bendigotafe.edu.au
SUPPORTED ONLINE, REMOTE & PRACTICAL DELIVERY

BENDIGO | CAMEREMAINE | ECHUCA
CRICOS ALSO AVAILABLE FOR INTERNATIONAL STUDENTS

<https://bit.ly/2Z7sUqt>



Further Education and Training

LEARN LOCAL



No matter what level of education or training you have had in the past, Learn Local can help.

There are over 300 government registered Learn Local organisations offering a large choice of community education programs state-wide.

[Learn Local](#) providers across Victoria offer a range of education and training programs designed to meet your learning needs. There's a government registered Learn Local provider in your community that can help you return to study, improve your reading, writing and maths skills, gain a qualification, get a job or learn something new. Visit learnlocal.org.au for more information.

MURRAY ACE TRAINING SOLUTIONS

[Murray ACE Training Solutions](#) is a local Registered Training Organisation (RTO) who has been providing "a vibrant sustainable community hub" and offering a "flexible learning experience and service to the community in a friendly environment" for over 35 years.

Whether you are looking to update your skills in a short course such as First Aid or working on a whole new career path Murray ACE have a course or qualification to suit your needs. Murray ACE also have their own professional Hair and Beauty Salon, MACE on Gray, on site to support students in their learning.

For more information on current courses contact Murray ACE Training Solutions:

PHONE: (03) 5032 3719

WEBSITE: macesh.vic.edu.au



Further Education and Training

APPRENTICESHIPS & TRAINEESHIPS

An Apprenticeship or Traineeship is a great way to combine training with practical hands-on experience to achieve your career goals. Apprenticeships or Traineeships are a training contract between an employer and an employee allowing the apprentice/trainee to learn skills for a specific job or trade. The following video explains various job categories available through an Apprenticeship or Traineeship and the benefits that come from them:



AUSTRALIAN APPRENTICESHIP CENTRES

Australian Apprenticeship Centres deliver apprenticeship support services and provide access to apprenticeship opportunities and information training, traineeships and apprenticeships. For more information go to the official Australian Government Apprenticeships/Traineeships website: australianapprenticeships.gov.au

MURRAY MALLEE TRAINING CO.

PHONE: (03) 5033 1216
WEBSITE: mmtc.com.au

MAS NATIONAL

PHONE: 1300 627 628
WEBSITE: masexperience.com.au

MEGT APPRENTICESHIPS

PHONE: 0418 630 905 or 13 63 48
WEBSITE: megt.com.au

SARINA RUSSO

PHONE: 0408 056 035
EMAIL: magilll@sarinarusso.com.au
WEBSITE: sarinarusso.com

Further Education and Training

SCHOLARSHIPS & ACADEMYS

Scholarships are awarded for many reasons. There is a wide range of access and equity scholarships, such as those to support students with financial disadvantage, difficult circumstances and the need to relocate for study. There are also scholarships for Indigenous Australians, community service and academic merit.

[Chances for Children](#) is also a locally based fund/program that provides financial support for young people to achieve their goals.

For more information on Chances call them on (03) 5032 4479 or head to their website at chancesforchildren.com.au

Visit vtac.edu.au/scholarships for more information on scholarships.

Some additional resources include [Scholarships in Australia from The Good Universities Guide](#) as well as [Student Scholarships from the Department of Education and Training](#).

POLICE ACADEMY



All Police Officer and Protective Services Officer roles involve a detailed recruitment process. The video above will give you an idea of what's ahead although Victorian Police Academy encourage you to familiarise yourself with the recruitment process so you have a good understanding of what is required.

For more information on this visit; police.vic.gov.au/recruitment-process

AUSTRALIAN DEFENCE FORCE ACADEMY (ADFA)

[Australian Defence Force Academy](#) offer many excellent career options in the Navy, Army and Air Force that don't require experience or qualifications. For these positions, you'll receive all the training you need, be paid while you train and you could earn industry recognised qualifications. It's best to check each job page for specific entry and education requirements.

There are also [Gap Year](#) options where you spend an exciting 12-months in the Navy, Army or Air Force. You'll get paid for meaningful work while travelling around Australia, gaining skills for life, and making lifelong friends.

For more information on your options; defencejobs.gov.au/students-and-education

Employment

YEAR13 — WHAT THEY ACTUALLY DO

YEAR13 [Year13 \(year13.com.au\)](http://year13.com.au) wants to improve the health and happiness of all young Australians, and create a place where you can have your voices heard.

Year13 is here to connect you to all the options available to you after high school and beyond.

Head to their website to find career and life advice that will help you find the opportunity that is right for you and have you on the path to success.



Culture



Travel Life



Student Life



Money



Growing Up



Wellbeing

CONNECT U

The Connect U portal provides a range of resources to link you to the different education and career pathway options and has a strong focus on the areas of trending industries in the Murray Mallee. Check out more on Connect U; www.swanhillregionaljoblink.com.au



Check out the [portal](#) for helpful job seeker resources, helpful links as well as information on trending industries.

Further Education & Training

Local Support Services

Preparing your Job Application

Volunteering Locally

Your Social Media Profile

Useful Websites

The Interview Process

Your E-Portfolio

Employment

RESUME

Your resume (sometimes known as your “CV”) is an important tool when applying for a job as it is the first impression you will make. It doesn't matter how qualified you are, or how much experience you have - if your resume is poorly presented, badly written or has spelling/grammatical errors you're going to have trouble getting the job you want - or even an interview.

For some more tips on how to write a resume please visit youthcentral.vic.gov.au



INTERVIEW

The most effective way to ensure you enter a job interview confidently is to prepare beforehand. By preparing, you can be confident in your ability to answer any questions and highlight how your skills, knowledge and experience make you the most suitable person for the role.

Below is a short video demonstrating how the applicant went from failing their interviews to nailing them! For more information visit youthcentral.vic.gov.au



Employment

JOBACTIVE

[Jobactive](#) is the Australian Government's way to get more Australians into work. It connects job seekers with employers and is delivered by a network of jobactive providers in over 1700 locations across Australia.

You can link your Jobactive account to your MyGOV account and keep your resume and job search all in one place.

For more information about Jobactive please visit employment.gov.au/JOBACTIVE or visit the Jobactive website here jobsearch.gov.au



VIDEO

HOW TO LINK YOUR
JOBACTIVE WEBSITE
ACCOUNT IN MYGOV

<https://bit.ly/3jbNixu>



VIDEO

YOUR
DASHBOARD
101

<https://bit.ly/3IMeUeq>

TRANSITION TO WORK

Transition to Work is a new service to support young people aged 15-21 on their journey to employment. The service provides intensive, pre-employment support to improve the work readiness of young people and help them into work (including apprenticeships and traineeships) or education.

For more information please visit employment.gov.au/transition-work.

To find your local Transition to Work provider visit the [Find a Provider](#) page on the jobactive website or view the [list of successful Transition to Work service providers](#).

It is a free service that helps young people:

- develop practical skills to get a job
- connect with education or training
- find and complete work experience placements
- find job opportunities in the local area
- connect with relevant local community services

Employment

LOCAL EMPLOYMENT SERVICES

There are many organisations in our region that can help you find a job. Sometimes called employment agencies, they can help to match your skills with a suitable employer/job.

AXIS EMPLOYMENT

PHONE: (03) 5032 5224
FREE CALL: 1800 054 718
WEBSITE: caei.com.au

MADEC AUSTRALIA

PHONE: (03) 5033 0025
PHONE: 1300 436 332
WEBSITE: madec.edu.au

WDEA

PHONE: (03) 4026 0010
PHONE: 1300 521 511
WEBSITE: wdeaworks.org.au

CVGT

PHONE: 13 CVGT or 13 2848
WEBSITE: cvgt.com.au

SUREWAY EMPLOYMENT & TRAINING

PHONE: 1300 787 392
WEBSITE: sureway.com.au

The national hub for workplace and employment information for employers, service providers and people with disability can be found at jobaccess.gov.au

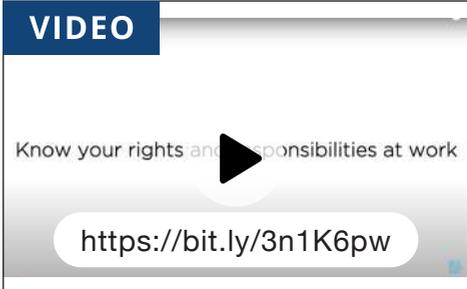
YOUR EMPLOYMENT RIGHTS / FAIR WORK

Employees in Victoria (and Australia) have certain rights in the workplace.

These include the right to:

- Basic rates of pay and casual loading
- Hours of work
- Annual leave
- Personal/carer's & compassionate leave
- Unpaid parental leave

When you commence employment, your employer is expected to provide you with a copy of the Fair Work Information Statement. The Fair Work Information Statement outlines minimum workplace entitlements and is part of the National Employment Standards (NES).



VIDEO

Know your rights and responsibilities at work

<https://bit.ly/3n1K6pw>

The [Fair Work Information Statement](#) can be viewed at fairwork.gov.au
If you think your employment rights are being breached, find out information about your rights at jobwatch.org.au or fairwork.gov.au

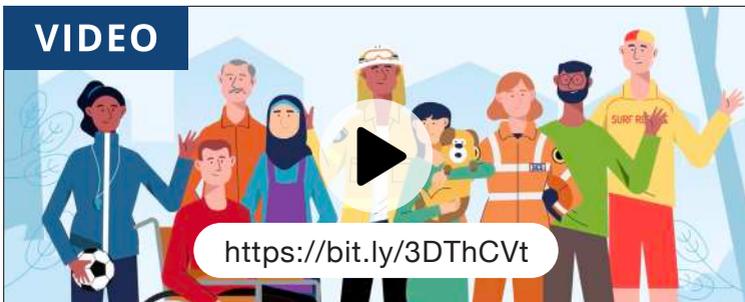
Volunteering

VOLUNTEERING OPTIONS

Volunteering is a wonderful way to build your skills, increase confidence and make important connections with potential employers. All great things to put on your resume and improve your chances of gaining employment. You can also meet new people and have fun while volunteering.



Volunteer work can be done with non-profit organisations that assist the local community such as the Pioneer Settlement, local op shops or sporting clubs. For more information on volunteering and where you can volunteer go to the **Connect U** website at swanhillregionaljoblink.com.au & click the resource centre.



SEEK VOLUNTEER

You can also use these search engines to find local opportunities easily. Head to seekvolunteer.com.au to find locally posted volunteer opportunities.

GO VOLUNTEER

You can also use these search engines to find local opportunities easily. Head to govolunteer.com.au to find locally posted volunteer opportunities.

Gap Year

YEAR OUT GROUP

Year Out Group (YOG) is an association of approved gap year providing organisations which are generally aimed at young adults taking time out between school, college, higher education or employment.

Year Out Group can guide you towards inspirational gap year travel programmes and experiences. They have experienced and [approved providers](#) with a broad range of [gap year programs](#) and [destinations](#) and are also happy to answer your gap year travel queries.

For more information go to yearoutgroup.org and check out your options.

GAP YEAR OPTIONS

1. WORK:

- Working during your gap year can give you valuable experience & skills. Take a gap year to work and save up some money for education costs.

2. TRAVEL / STUDENT EXCHANGE:

Travel the world & experience many new things! This may include doing a student exchange & boarding with a host family in another country. You can also sign up for an international internship.

Some resources include;

- studentexchange.org.au
- yfu.com.au

3. WORKING HOLIDAY:

Work and see the world at the same time! Organisations can help you organise your visa, accommodation & employment before you leave.

Some resources include;

- studentflights.com.au/gap-year
- anyworkanywhere.com
- globalworkandtravel.com

4. TEACH ENGLISH OVERSEAS:

Sign up for a TESOL course (Teaching English as a Second Language) and travel to non-English speaking countries.

Some resources include;

- teachinternational.edu.au
- i-to-i.com

5. VOLUNTEER:

Volunteering is a great way to learn skills while making a difference in the world.

There are many different volunteering options both close to home & overseas.

Some resources include;

- volunteeringaustralia.org
- projects-abroad.com.au
- worldyouth.org.au
- latitudeaustralia.org

6. SUMMER CAMP COUNSELOR:

Want to experience what the USA has to offer & work at the same time? Becoming a summer camp counselor is a great way to build up experience and leadership skills. You don't need any specific training, just a desire to work with young people in an outdoor activity based environment.

- campamerica.com.au
- campleaders.com/au

Mental Health

DO YOU NEED SUPPORT?

Being a young person in today's world can be hard. With so many different things happening all at once and plenty of decisions to be made, it can take a toll on a young person's mental health. In Australia today one million young people suffer from mental illness which can impact their well-being, learning, relationships and work. If you feel like you are suffering from a mental illness, you are *not alone* and there are people and services who are out there to help.

HEADSPACE SWAN HILL

[headspace](#) is a confidential & FREE service where young people aged 12-25 can access a range of services which include mental health services, sexual health services, alcohol and drug services, work and study services and youth programs. For more information go to their website [headspace.org.au](https://www.headspace.org.au), call them on **(03) 4010 7100** (free call 1800 975 115) or visit them at **11 Pritchard St Swan Hill**.

VIDEO

How to get in touch

<https://bit.ly/3jaKl0n>

HEAD TO HEALTH

[Head To Health](#) can help you find digital mental health services from some of Australia's most trusted mental health organisations. Provided by the Australian Department of Health, Head To Health brings together apps, online programs, online forums & phone services as well as a range of digital information resources. For more information go to their website at [headtohealth.gov.au](https://www.headtohealth.gov.au)



If you're unsure about your job prospects, don't know where to start with study or just need support as you look for what's next, **headspace Work and Study is here to help.**

Our service is tailored to your needs and can support you in developing the skills, capacity and confidence to reach your work or study goals.

Our specialists provide one-on-one support and can help with job searching, career planning and preparing for interviews, as well as looking at study options and courses.

If you're 15-25 we can help. Our support is all online – we use webchat, video, email, or phone – so it can be accessed anywhere and it's totally free.

We'll work with you to find a time that's right.

If you'd like to learn more or chat, visit headspace.org.au/workandstudy or call 1800 810 794.

Becoming an Entrepreneur

STARTING YOUR OWN BUSINESS

Starting a new business is a big job, but don't let that put you off. Thousands of people do it every day and those collective experiences have given us guidelines. Although, starting a business isn't one big decision; it's hundreds of small decisions. If you want to succeed, you need to move through them systematically and with a cool head. For more information on starting your own business check out business.gov.au and xero.com/au for various guides and checklist that you will need to consider.

BASIC CHECKLIST

- 1. UNIQUE SELLING POINT (USP):**
Work out what your business will consist of; for example your product/service
- 2. BUSINESS PLAN:**
Summarise your business as it is now, & map your vision for how it will be in the future
- 3. REGISTER BUSINESS NAME/ABN:**
Go to asic.gov.au to first check your name availability before creating a logo
- 4. BUSINESS BANK ACCOUNT:**
Don't use your personal account; it's wise to keep your business finances separate
- 5. BUSINESS INSURANCE:**
Even the smallest companies need insurance. Talk to a broker to find out more.
- 6. WEBSITE / SOCIALS:**
Set up a website & various social network accounts that are right for your business

NEW ENTERPRISE INCENTIVE SCHEME (NEIS)

[New Business Assistance with NEIS](#) is a government funded program through [RMIT University](#) and your job provider that can help by providing accredited small business training where you receive a **Certificate IV in Small Business Management** at the end, personalised mentoring and support from a NEIS provider in the first year of the new business to help the individual put their business idea into practice; and NEIS Allowance for up to 39 weeks. For more information speak to your local job provider or go to employment.gov.au

XERO ACCOUNTING SOFTWARE

[Xero's small business accounting software](#) has all the time-saving tools you need to grow your business. From importing bank transactions to sending invoice reminders, Xero automatically handles tasks so you can get your accounting done faster.

[Xero](#) also offers a free online e-book called "[How to Start a Business](#)" which will walk you through the process.

For more information check out xero.com/au

Becoming Independent

TAX FILE NUMBER (TFN)

A **tax file number (TFN)** is your personal reference number in the tax and superannuation systems. It's **free** to apply for a tax file number and it will become part of your identity so be sure to **keep it secure**. It's also yours for life, even if you change your name, change jobs, move interstate or go overseas. For more information or to apply for a TFN, if you haven't already go to ato.gov.au

BANKING

You will need to consider setting up a bank account, if you haven't already. The bank should be able to help you take control of your money & help you to save. To set up a bank account you will need a tax file number, proof of address, identification and money (these days you only need \$1 to open an account). You can set up an account online or speak to a branch manager and they will be able to assist you. If you are unsure of anything be sure to ask!

BUDGETS

A budget basically keeps track of:

- Money you regularly earn (from wages, salary) - this is called your **income**
- Money you regularly spend (rent, food, bills, mobile phone, etc.) - this is called your **expenses**

Once you subtract your expenses from your income, your left with your "**disposable income**" - money you can afford to spend on things you like or put into a savings account.

For more information on budgets go to youthcentral.vic.gov.au

FINANCIAL SUPPORT

If you're in financial trouble you can always talk to a financial counsellor or get some advice from a professional financial planner who can help create a budget that will work for you.

Check out the **Victorian Government's MoneyHelp** website at moneyhelp.org.au for a lot of good advice about managing bills and debt. You can also call their **free counselling service on 1800 149 689**.



Check out some of these helpful resources for making a budget;

- servicesaustralia.gov.au ([Smart Money Manager](https://servicesaustralia.gov.au))
- moneyhelp.org.au
- moneysmart.gov.au ([Budget Planner](https://moneysmart.gov.au))



Becoming Independent

MYGOV

myGov is a secure way to access government services online with one login, one password and one account to ensure all your services can be found in one place including important notices such as letters, statements & messages.

You can link these government services to your myGov account:

- Australian JobSearch
- Australian Taxation Office
- Centrelink
- Child Support
- Department of Health Applications Portal
- Department of Veterans' Affairs
- HousingVic Online Services
- Medicare
- My Aged Care
- My Health Record
- National Disability Insurance Scheme
- National Redress Scheme
- State Revenue Office Victoria



CENTRELINK

Various types of financial support is available for people aged 16 - 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or who are sick.

For more information to help you if you're about to or have just finished school & are in need of support go to servicesaustralia.gov.au/individuals/subjects/leaving-school.

A great tool to explore payments based on your situation is the [Payment & Service Finder](#). You can find out what your eligible for by answering some simple questions.

CONCESSION CARDS

Some payments entitle you to a [Health Care Card](#). You are eligible for this if you are a low income earner or are receiving Newstart Allowance, Parenting Payments, Sickness Allowance, Mobility Allowance, Carer Allowance or Special Benefit.

If you receive Youth Allowance, Abstudy or Austudy you will not automatically receive a Health Care Card but may still qualify for a Low Income Health Care Card.

Contact [Centrelink](#) to confirm your eligibility or go to servicesaustralia.gov.au to find out more.

Becoming Independent

MEDICARE

Medicare provides access to medical and hospital services for all Australian residents and certain categories of visitors to Australia. Once you turn 15 years old you can [apply for a Medicare card](#). When getting your own Medicare card you can either get a card that is linked to your parents and remain on theirs, or get an entirely separate one.

You will be required to have a Medicare card to visit a doctor and will then be charged a portion of the cost of the visit, or it may be **FREE**.

For more information on Medicare go to servicesaustralia.gov.au

SUPERANNUATION

Your superannuation is your future. It's money set aside during your working life for when you retire. For most people, super begins when you start work and your employer starts paying a portion of your salary or wages into a super fund for you. If you're a contractor or a temporary resident and are working in Australia, you may also be entitled to super. If you're self-employed, you can choose whether to contribute super for yourself.

For more information on superannuation go to ato.gov.au/Individuals/Super/

There are many ways to check that your employer is doing the right thing and contributing the correct amount towards retirement. The [ATO \(Australian Tax Office\)](#) has a list of steps you can take to make sure you're getting paid enough super on its [Unpaid Super from your employer](#) page.



PROBLEMS AT WORK

If you find yourself having problems or issues at work there is help available. The [Youth Central](#) website has a whole section on [problems at work](#) which includes;

BULLYING & VIOLENCE AT WORK

DEALING WITH STRESS AT WORK

DISCRIMINATION AT WORK

SAFETY AT WORK

WHAT IS UNFAIR DISMISSAL

WHAT TO DO IF YOU GET SACKED

For more helpful resources on problems at work go to youthcentral.vic.gov.au. Additional resources also include **Fair Work Commission** at fwc.gov.au as well as **Victoria's Equal Opportunity Commission** at humanrights.vic.gov.au

Becoming Independent

RENTING

If you're considering or have made the decision to move out of home, there are several things to consider. You will need to have some money saved up to cover the bond and one months rent in advance as well as household items such as furniture, appliances and bedding. Purchasing and arranging things before you move out can make the transition much smoother.

[HousingVic \(housing.vic.gov.au\)](https://www.housing.vic.gov.au) makes it easier to find the right information about housing and housing assistance in Victoria. Try the [Housing Options Finder](#): answer a few questions to see what housing options may be right for you as well as check your eligibility for various help & services.

For additional information on renting visit [Tenants Union of Victoria](https://www.tuv.org.au) at [tuv.org.au](https://www.tuv.org.au)



To find a rental property or search for rooms in share houses go to [realestate.com.au](https://www.realestate.com.au) or search [realestate.com.au](https://www.realestate.com.au) & download the mobile app. Also be sure to check University/TAFE noticeboards, the local paper & also search [gumtree.com.au](https://www.gumtree.com.au) or download the Gumtree mobile app.

BOND ASSISTANCE

A rental bond is a security deposit a tenant pays before moving into a property. It is held by the [Residential Tenancies Bond Authority \(RTBA\)](#) and is paid back to the tenant at the end of the tenancy provided no money is owed to the property manager/owner for rent, damages or other costs.

If you need assistance with paying a bond check out [housing.vic.gov.au](https://www.housing.vic.gov.au) and read the resources on [RentAssist Bond Loan](#) to find out if you're eligible for support.

DRIVING L2P

The **TAC L2P Program** assists disadvantaged Victorian learner drivers aged 16 to 21 with no access to a supervising driver or vehicle to gain the 120 hours driving experience required to apply for a probationary licence. For more information on L2P go to [vicroads.vic.gov.au](https://www.vicroads.vic.gov.au) or [swanhill.vic.gov.au](https://www.swanhill.vic.gov.au)

In addition, when buying a second hand car a good resource to check prior history on the vehicle including money owing and if it has ever been reported stolen or written off is the [Personal Property Security Register \(PPSR\)](#) and costs less than \$5.

For more information go to [ppsr.gov.au](https://www.ppsr.gov.au)

Resources

CAREERS INFORMATION

myfuture.edu.au

Good for all careers related research

goodcareersguide.com.au

Information about jobs and more

youthcentral.vic.gov.au

skillsone.com.au

Videos about getting a trade or skill

gooduniversitiesguide.com.au

Research careers & tertiary courses

skillsroad.com.au

jobjumpstart.employment.gov.au

Get a jumpstart on your career

swanhillconnectu.com.au

EDUCATION & TRAINING

myskills.gov.au

Australia's directory of training

skills.vic.gov.au

For all TAFE and short courses

vtac.edu.au

Victorian Tertiary Admissions Centre

education.vic.gov.au

Information on education & training

year13.com.au

Resources for the youth

australianapprenticeships.gov.au

Information about apprenticeships

JOBSEARCH

seek.com.au

Most popular job search engine

jobsearch.gov.au

Government job search website

careerone.com.au

au.indeed.com

gumtree.com.au/jobs

Facebook Page:

[Swan Hill & Kerang Job Vacancies](#)

ADDITIONAL RESOURCES

my.gov.au

myGov website

vicroads.vic.gov.au

headspace.org.au

USEFUL MOBILE APPS

These apps can be downloaded from the Play Store on Android & Samsung and from the App Store on iPhone

- Centrelink
- jobactive Job Seeker
- SEEK Job Search
- Indeed Job Search
- Gumtree/Gumtree Jobs
- Headspace: Meditation
- Vic Emergency
- PTV VLine
- PayPal



A Bit About Us

Murray Mallee Local Learning and Employment Network (MMLLEN) is one of 31 LLENs across Victoria. The LLENs are a key initiative of the Victorian Government.

MMLLEN promotes continued strong pathways from school to further education and work for local young people. We support the development of networks and partnerships to improve the participation, engagement, attainment and transition outcomes for secondary students in our region.

MMLLEN is a not-for-profit organisation responsible for the area of north-west Victoria covered by Swan Hill Rural City Council (excluding Robinvale), Gannawarra Shire (excluding Cohuna) and Sea Lake in the Buloke Shire.

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 - Victorian Curriculum and Assessment Authority (vcaa.vic.edu.au)
 - Australian Apprenticeships (australianapprenticeships.gov.au)
 - Chances for Children (chancesforchildren.com.au)
 - Australian Defence Force Academy (defencejobs.gov.au)
 - Year13 (year13.com.au)
 - Connect U (swanhillregionaljoblink.com.au)
 - Youth Central (youthcentral.vic.gov.au)
 - Jobactive powered by Job Search (jobsearch.gov.au)
 - Department of Education & Training Victoria (education.vic.gov.au)
 - Fair Work (fairwork.gov.au)
 - Year Out Group (YOG) (yearoutgroup.org)
 - headspace Swan Hill (headspace.org.au)
 - Head To Health (headtohealth.gov.au)
 - Aus. Government Business (business.gov.au)
 - Xero (xero.com/au)
 - Australian Tax Office ATO (ato.gov.au)
 - Money Help (moneyhelp.org.au)
 - Money Smart (moneysmart.gov.au)
 - Services Australia (servicesaustralia.gov.au)
 - myGov (my.gov.au)
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Disclaimer

Information in this booklet was current as of October 2021 to the best knowledge of the Murray Mallee LLEN and is intended as a guide only.

The Murray Mallee LLEN accepts no liability for errors or omissions and for any liability to any person in respect to any action taken or not taken in reliance on the accuracy of contents of this publication.

Amendments, corrections and updates for the next edition may be forwarded to the Murray Mallee Local Learning & Employment Network (MMLLEN) at the below address.



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